

# GUIDANCE

## Appointing an authorised signatory for a project

Version 1.0

In the procedure of appointing an authorised signatory for the project three distinct functions are involved from the project side. This guidance covers the entire flow and tasks of these functions in appointing the authorised signatory. When the guidance changes from one function to another this is indicated by a text in bold indicating the next function involved.

The three distinct functions involved is;

- **Project manager** – The project manager initiates the appointment procedures by entering the contact details of the suggested authorised signatory.
- **Authorised signatory** – The suggested authorised signatory (also mentioned as the authorised signatory in this document) confirms the legal capacities needed by involving a legal representative. The Authorised signatory is considered to be an individual who, on a daily basis, will be able to validate and legally sign documentation from the project to the programme. The capacity of the authorised signatory can be by a delegated mandate.
- **Legal representative** – The legal representative confirms (by an electronic signature) that the authorised signatory in fact do hold the capacity to legally represent the organisation.

### STEP 1

Go to your full application. You should not be in edit mode for this procedure.

### STEP 2

When viewing the application form you can start the appointment of an authorised signatory. All applicants with a full application needs an authorised signatory in order to submit the application.

You start the appointment of an authorised signatory by clicking the button "Access".

Interreg North Sea 2021-2027 Online Monitoring System

OMS DEMO (DEMO)  
Home > Project Applications > Full Application > OMS DEMO

**A.1 Identification**

Call

A.1.1 Project title	OMS DEMO
A.1.2 Project acronym	DEMO
A.1.3 Lead Partner	North Sea Programme
A.1.4 Start Date	20/09/2022
A.1.4 End Date	30/08/2026
A.1.4 Project duration	48 months
A.1.5. Priority	Priority 2. A g
A.1.6. Priority specific objective	2.3 Developin

**Actions:** Edit, Status, Access, Docs, Actions

**Authorized Signatory:** No Project Authorised Signatory has been set for this project application. Please send an invitation to the person in your organisation that can assume this role. **Start process**

**Partner Managers:** Please provide the contact details of the manager of each partner organisation who can provide information about the organisation's role to the project.

Partner Manager	Partner	Invitation date	Status	Manage
				Revoke access
				Revoke access

**Authorized Signatory:** No Project Authorised Signatory has been set for this project application. Please send an invitation to the person in your organisation that can assume this role. **Start process**

[Return to the application form](#)

### STEP 3

Next you click the button "Start Process" in the section "Authorised Signatory".

Interreg North Sea 2021-2027 Online Monitoring System

OMS DEMO (DEMO) / Project Access  
Home > Project Applications > Full Application > OMS DEMO > Project Access

**Authorized Signatory**  
No Project Authorised Signatory has been set for this project application. Please send an invitation to the person in your organisation that can assume this role. **Start process**

**Partner Managers**  
Please provide the contact details of the manager of each partner organisation who can provide information about the organisation's role to the project.

Partner Manager	Partner	Invitation date	Status	Manage
				Revoke access
				Revoke access

**Authorized Signatory**  
No Project Authorised Signatory has been set for this project application. Please send an invitation to the person in your organisation that can assume this role. **Start process**

[Return to the application form](#)

## STEP 4

Now you enter the personal contact details for the individual you want to appoint as authorised signatory for your project.

**NOTE:** The authorised signatory should be able to legally represent the lead partner organisation either by direct mandate or delegated mandate. The Joint Secretariat do not control the mandate of the suggested authorised signatory and rely purely on the signed declaration when performing the designation.

Interreg North Sea 2021-2027 Online Monitoring System

OMS DEMO / Invite user

Home > Project access > OMS DEMO > Project access: Invite user

Access to Project: OMS DEMO

Project Rights: Authorised Signatory (AS) of Project

First name \*:

Last Name \*:

Organisation \*: North Sea Programme

E-mail address \*:

[Save](#)

Please check for errors: E-mail address, First name, Last Name

[Return to the application form](#)

## STEP 5

Once you have saved the contact information in the previous step, you can now see that the invitation is sent and pending acceptance.

Interreg North Sea 2021-2027 Online Monitoring System

OMS DEMO / Project access

Home > Project access > OMS DEMO > Project Access

[Re-send invite](#) [Cancel](#) [Project access](#)

Your invitation has been sent and is pending acceptance

Information	
Parent user	Demian LeadBen @ OMS-LB
Access to Project	OMS DEMO
Access to Partner	
Project Rights	Authorised Signatory (AS) of Project
Partner Rights	
First name	Christoffer
Last Name	Vilsen
Organisation	North Sea Programme

**NOTE:** The project manager can monitor the progress from the same overview as this process was started.

**The following steps is conducted by the invited authorised signatory.**

## STEP 6

The invited and suggested authorised signatory now receives an email with information on how to access the OMS.

**NOTE:** Please follow the guidance in the email to activate the user account. The designation process can only be continued once the user account has been activated.

### Invitation to join the North Sea OMS

User Demian LeadBen in the North Sea OMS (Online Monitoring System) has invited you

North Sea Programme ([\[redacted\]@gmail.com](#))

to join the system and have access to the following submissions:

OMS DEMO

To complete the process and access the Online Monitoring System, please confirm your e-mail address by following the steps below:

1. Go to [https://oms.interregnorthsea.eu/app/partners-access/accept-invitation/&\[redacted\]](https://oms.interregnorthsea.eu/app/partners-access/accept-invitation/&[redacted])
2. Your e-mail address will be confirmed and you will be given your password.
3. Write down your password and store it in a safe place.
4. Use the login form to enter the system.
5. Your account will be connected to the submissions mentioned above and you will have viewing access on them.

This is an automated message. Please do not reply. For support requests please mail [support@oms.interregnorthsea.eu](mailto:support@oms.interregnorthsea.eu)

Kind regards,

The North Sea Team

## STEP 7

Once the user account has been activated the suggested authorised signatory can log into the system. From the dashboard it is indicated that missing documents is required to proceed with the appointment of the authorised signatory.

Click the button "Start Process" in order to proceed.

The screenshot shows the 'Interreg North Sea 2021-2027 Online Monitoring System' dashboard. The user is logged in as 'Christoffer'. The dashboard has a sidebar with 'Dashboard' and 'Home > OMS Dashboard'. The main content area has a 'Legal Status' section on the left, which is highlighted with a blue box. This section contains the following text: 'You are set as the Authorised Signatory as follows:', a checked box for 'Partner Authorised Signatory for partner North Sea Programme of project OMS DEMO (Process not completed yet)', a checked box for 'Project AS for OMS DEMO (Process not completed yet)', and a red text line: 'We are missing required document(s) (Appointment of authorised signatory document) for your validation as an Authorised Signatory. Please proceed.' Below this text is a green 'Start process' button. To the right of the 'Legal Status' section is an 'Announcements' section with two entries: '08/11/2021 You can now start preparing your project proposal' and '03/07/2021 Welcome to the Interreg North Sea OMS Announcements'. Below the 'Legal Status' section is a 'Project Applications' section with 'My Projects' (stating 'You do not have any saved Project Applications.') and 'Shared projects' (showing a table with one entry: 'DEMO OMS DEMO Full Application'). A blue arrow points from the 'Start process' button in the 'Legal Status' section to a larger, detailed view of the 'Legal Status' section on the right, which contains the same text and button as the one in the sidebar.

## STEP 8

Now the suggested authorised signatory can start the signature process of the needed documents.

Click the button "Start signing".

The screenshot shows the 'Interreg North Sea 2021-2027 Online Monitoring System' 'Authorised signatory appointment' page. The user is logged in as 'Christoffer'. The page has a sidebar with 'Authorised signatory appointment' and 'Home > Authorised Signatory Appointment'. The main content area has a 'Signing Process' section with the text: 'Currently your don't have any pending signature process. Press the button below to start.' Below this text is a green 'Start Signing' button.

## STEP 9

Now the authorised signatory has to fill in the contact details of a legal representative who can delegate the rights for her/him to legally represent and commit the organisation in the project. Typically, the contacts details will in this case be to a senior manager or a legal representative.

Once the information has been entered, click the button "Proceed".

NOTE: Self-employed and one man operations can enter their own contact details.

The screenshot shows the 'Legal Representative' form within the 'Interreg North Sea 2021-2027 Online Monitoring System'. The page title is 'Authorised signatory appointment' with a breadcrumb 'Home > Authorised Signatory Appointment'. A user profile 'Christoffer' is in the top right. The form is titled 'Legal Representative' and asks to 'Please fill Legal Representative details.' It contains five input fields: 'Fullname' (placeholder: 'Enter Legal Representative Fullname'), 'Title' (placeholder: 'Enter Legal Representative Title'), 'Email address' (placeholder: 'Enter Legal Representative email'), and 'Mobile Phone Number' (placeholder: 'Format: +Code Number'). A green 'Proceed' button is at the bottom right.

## STEP 10

Now a preview of the letter is displayed. The letter is ready to be signed by the legal representative. Click the button "Submit". An email is not being sent to the legal representative.

The screenshot shows the 'Document Preview' screen. The page title is 'Authorised signatory appointment' with a breadcrumb 'Home > Authorised Signatory Appointment'. A user profile 'Christoffer' is in the top right. The document preview is titled 'Document Preview' and asks to 'Please check document below and confirm for start the signing process.' The document content includes the Interreg North Sea and European Union logos, followed by the text: 'Appointment of authorised signatory for New LB'. It states: 'I, C. S. Villsen, in my capacity as AS, and authorised to legally represent New LB, have appointed as our authorised signatory in a Interreg North Sea project.' Below this is a table of 'Contact details of the authorised signatory':

Full name:	Villsen Christoffer
Organisation:	New LB
Address:	Toldboden 3E, 8800, Viborg, Denmark
E-mail:	[redacted]@il.com
Telephone:	+4530351124

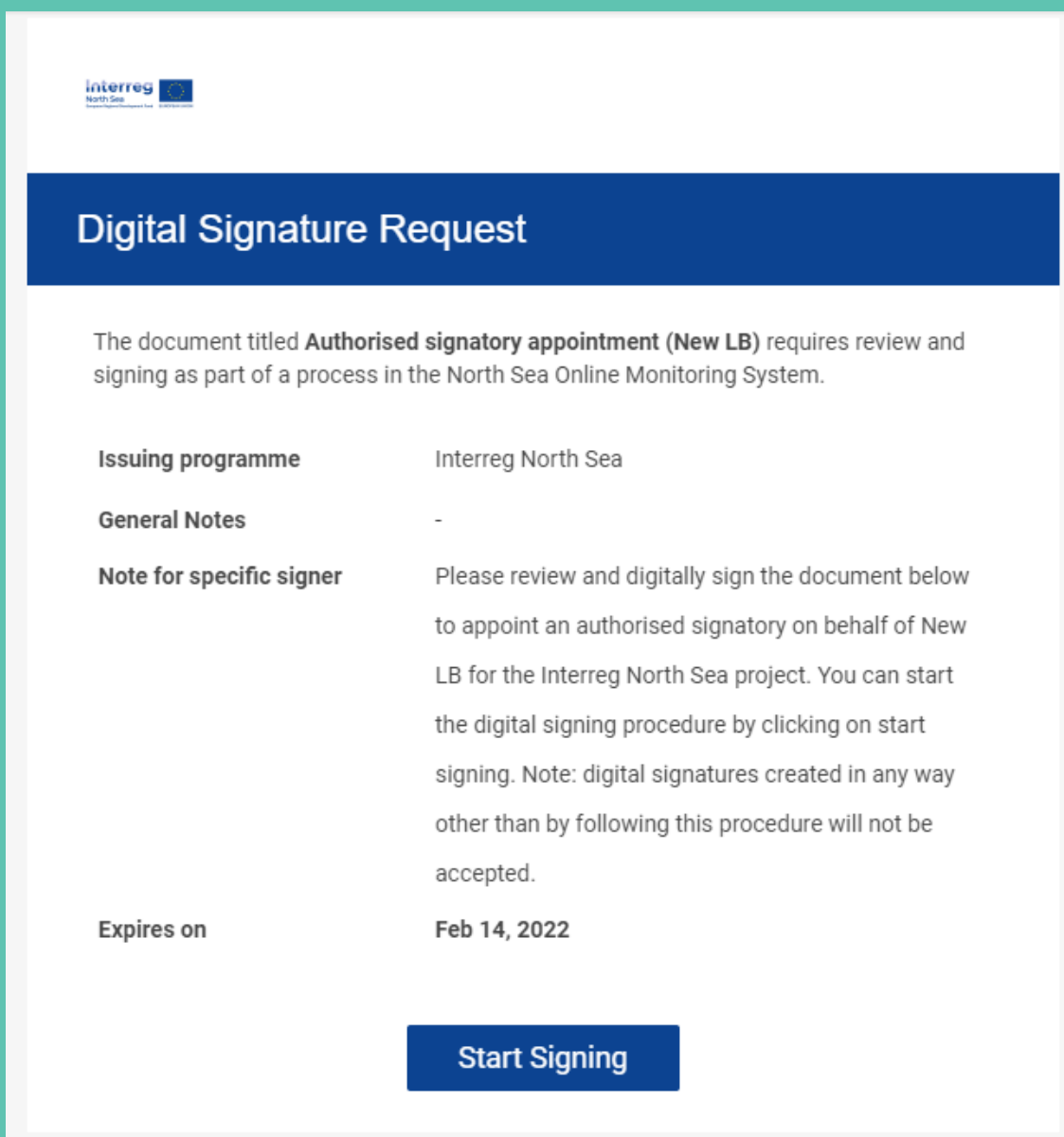
Below the table are fields for 'Date' and 'Signature'. The document concludes with: 'To be signed by the authorised signatory: I Villsen Christoffer, confirm that I am aware of my role and responsibilities as an authorised signatory (annex I). This means that I am entitled to (digitally) sign all formal documents between the project(s) I represent and Interreg North Sea.' At the bottom, there are two buttons: a yellow 'Back to Apointee' button and a green 'Submit' button.


**Note:** The suggested authorised signatory and the project manager can monitor the process. Once the procedure is ongoing the authorised signatory has a button called "Check status" on the dashboard. By clicking this button, the authorised signatory can follow the process.

**The following steps is performed by the legal representative.**

### Step 11

The legal representative receives an email with a link to start the signatory process. The legal representative initiate the procedure by clicking the button "Start Signing".



 **Digital Signature Request**

The document titled **Authorised signatory appointment (New LB)** requires review and signing as part of a process in the North Sea Online Monitoring System.

<b>Issuing programme</b>	Interreg North Sea
<b>General Notes</b>	-
<b>Note for specific signer</b>	Please review and digitally sign the document below to appoint an authorised signatory on behalf of New LB for the Interreg North Sea project. You can start the digital signing procedure by clicking on start signing. Note: digital signatures created in any way other than by following this procedure will not be accepted.
<b>Expires on</b>	<b>Feb 14, 2022</b>

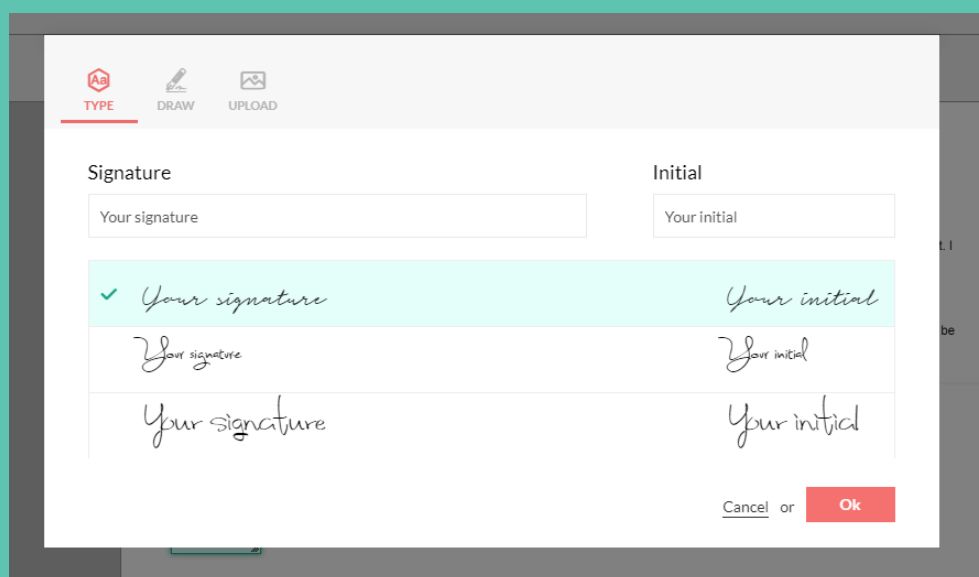
[Start Signing](#)



## STEP 14

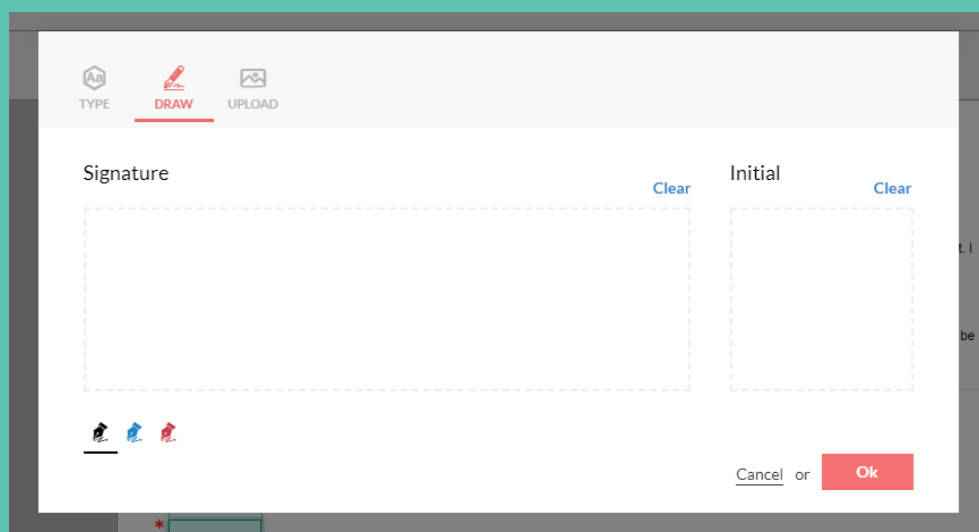
The legal representative can now enter a signature in one of three ways. Either the document can be signed by typing the signature (**14a**), by drawing the signature (**14b**), or by uploading an image files with a pre-existing signature (**14c**).

**14a)** Signing the letter by entering the name and initials of the signatory. The signatory can choose between various fonts.



The screenshot shows the 'TYPE' signing interface. At the top, there are three tabs: 'TYPE' (selected), 'DRAW', and 'UPLOAD'. Below the tabs, there are two input fields: 'Signature' and 'Initial'. The 'Signature' field contains the text 'Your signature' and the 'Initial' field contains 'Your initial'. Below these fields, there are three rows of sample signatures and initials, each with a green checkmark. The first row shows 'Your signature' and 'Your initial' in a cursive font. The second row shows 'Your signature' and 'Your initial' in a different cursive font. The third row shows 'Your signature' and 'Your initial' in a third cursive font. At the bottom right, there are 'Cancel' and 'Ok' buttons.

**14b)** The signatory can sign the letter by drawing a signature. This is easiest if done on a tablet or other touchscreen device.



The screenshot shows the 'DRAW' signing interface. At the top, there are three tabs: 'TYPE', 'DRAW' (selected), and 'UPLOAD'. Below the tabs, there are two input fields: 'Signature' and 'Initial'. Each field has a 'Clear' button next to it. Below the 'Signature' field, there is a large dashed rectangular box for drawing the signature. Below the 'Initial' field, there is a smaller dashed rectangular box for drawing the initials. At the bottom left, there are three drawing tools: a black pen, a blue pen, and a red pen. At the bottom right, there are 'Cancel' and 'Ok' buttons.

**14c)** If the signatory has a pre-existing signature saved as an image file this can be uploaded and inserted onto the document.

The screenshot shows a web interface with two main sections: 'Signature' and 'Initial'. Each section contains a large dashed box with the text 'Drag and drop' and 'or' below it. Underneath each box is a 'Choose image' button. At the bottom right of the interface are 'Cancel' and 'Ok' buttons. The top navigation bar includes 'TYPE', 'DRAW', and 'UPLOAD' (which is highlighted).

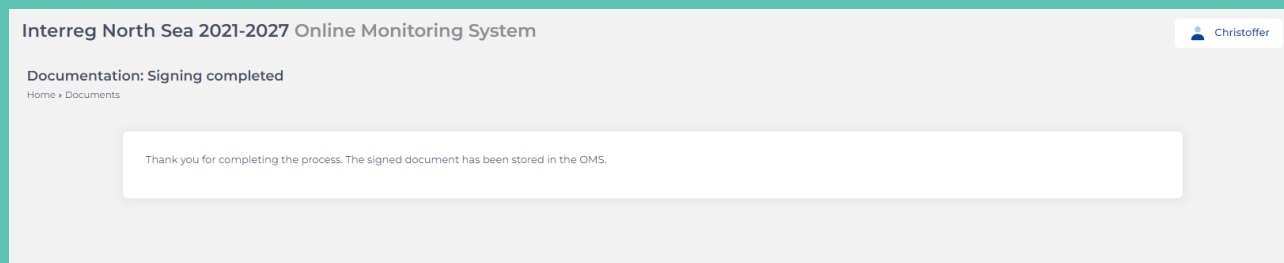
## STEP 15

Once the legal representative has applied a digital signature (and clicked the button "OK" in the previous step) the letter is now in preview ready to be finalised. The legal representative finalises the signing process by clicking the button "Finish".

The screenshot shows a document preview page. At the top, a message states: 'You've successfully filled all fields. Click Finish to complete.' The document is titled 'Appointment of authorised signatory for New LB' and includes the Interreg North Sea logo. It contains contact details for the authorised signatory, Vilken Christoffer, and a section for the signatory's signature and date. The date is 'Feb 04 2022' and the signature is 'Signature legal rep.'. The document also includes a section for 'To be signed by the authorised signatory' and a section for 'Annex I'.

## STEP 16

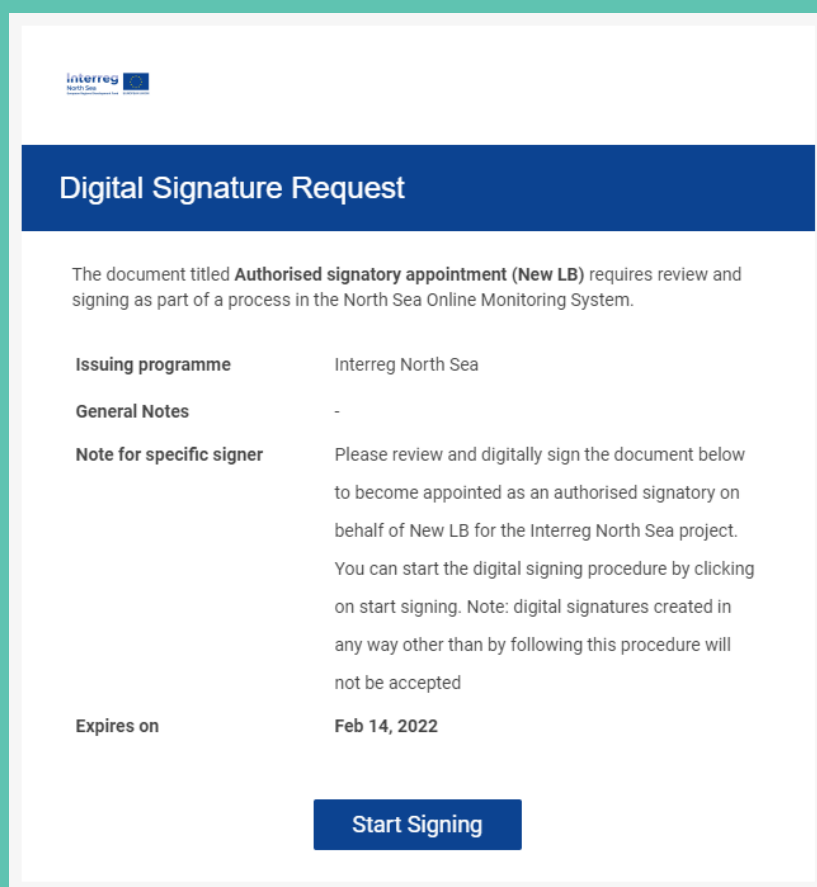
The legal representative is now directed to the Online Monitoring System, and a messaging stating that the process is completed is prompted.



The following steps is carried out by the authorised signature.

## STEP 17

Once the legal representative has signed the document and pressed the button "Finish" the authorised signatory receives an email with the content as displayed below. Click the button "Start Signing" to get the document signed and finalised.



### Step 18

Follow steps 12-16 (above) to place the signature of the authorised signatory on the appointment document.

### Step 19

You have now completed the signature process for appointing an authorised signatory. The Joint Secretariat has been informed

**NOTE:** A member from the Joint Secretariat will look at the signed document and validate the user account for the authorised signatory.